ASAP.gov New Features Guide

Federal Program Agencies

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ASAP.gov New Features Guide - Federal Program Agencies

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Overview

Welcome to the New Features Guide for ASAP.gov. This guide provides an overview to you, the Agency User, of new features available in ASAP.gov. The New Features Guide includes:

Getting Started:
- ◆ Browser Requirements/URL – Defines the browser requirements in order to use ASAP.gov and the URL.
- ◆ Single Sign On – Users only have to enter their User ID and Password once.

General Navigation Features:
- ◆ Homepage – Once signed on, users are presented with a multi-faceted homepage with Messages and Notifications.
- ◆ Drop down menus – Drop down menus allow the user to navigate throughout the site.
- ◆ Three (3) or Four (4) Step Process – Each function within ASAP.gov has only a three (3) or four (4) step process in order to complete.
- ◆ Find Feature – If a user has forgotten the specific ID of the Recipient or the Requestor, they have available a find feature that will assist them in searching for the specific ID they need in order to complete a transaction.
- ◆ Paging – ASAP.gov has a paging feature in order to present data to more efficiently and organized.
- ◆ Display Selection Criteria – Users will now be able to see exactly what was entered in order to retrieve a specific set of data.
- ◆ Shopping Cart Feature – Users can create a "Shopping Cart" of Payment Requests.
- ◆ Help – An interactive online guide will assist the user step by step through a specific transaction.
- ◆ Linked Profiles – Whenever an account ID, Recipient ID, or Requestor ID is displayed, the user will be able to click on that particular ID and view the profile.

Accounts:
- ◆ Change Status for Multiple Accounts – Users can change the status on one to many accounts. This section also describes the new status of "Temporary Suspend."
- ◆ Setting Agency Review – User can place one to many accounts on Agency Review

Payments:
- ◆ Review Payment Requests – Users can review Payment Requests from Requestors who initiated a Payment Request from Accounts that were placed under Agency Review.

Inquiries and Reports:
- ◆ Inquires – Users have immediate access to same day inquiries on their transactions in a variety of downloadable formats.
- ◆ Reports – Users can access reports for all activity, up to and including the previous business day, in a variety of downloadable formats.

Notifications:

- Users can retrieve notifications that are specifically created for them. Users can receive emails directly from ASAP.gov.

This document only describes and explains the new features of ASAP.gov. It is assumed that the user has experience using a web-based application and is familiar with the legacy ASAP System. Users also have access to online help at every step of a specific transaction, which explains in detail what the user needs to do in order to proceed to the next step and to complete the transaction.

Logging On:

Browser Requirements

ASAP.gov supports:

Internet Explorer 5.x, Internet Explorer 6.0
Netscape 4.x*, Netscape 7.1

Note: ASAP.gov does NOT support Netscape 6.0

* Exceptions to Netscape 4.x: Persons needing a Section 508 compliant version must use Internet Explorer or Netscape 7.1.

Single Sign On

Log On to ASAP.gov

User ID : [   ]

Password : [   ]

Logon

Having Trouble Logging On?

**Contact Us**   **Enroll**   **ASAP General Information**

Magnified View

ASAP.gov offers users a single sign on page as shown above. The URL for signing on is www.asap.gov. User IDs and passwords are assigned to users upon enrollment. Remember, when logging in, the password IS CASE SENSITIVE. After three (3) attempts with the incorrect password, you will have to call the ASAP hotline in order to get your password reset (1-804-679-8384, ASAP CBAF Help Desk), as ASAP.gov will lock your User ID.

ASAP.gov New Features Guide - Federal Program Agencies

General Navigation:

Homepage
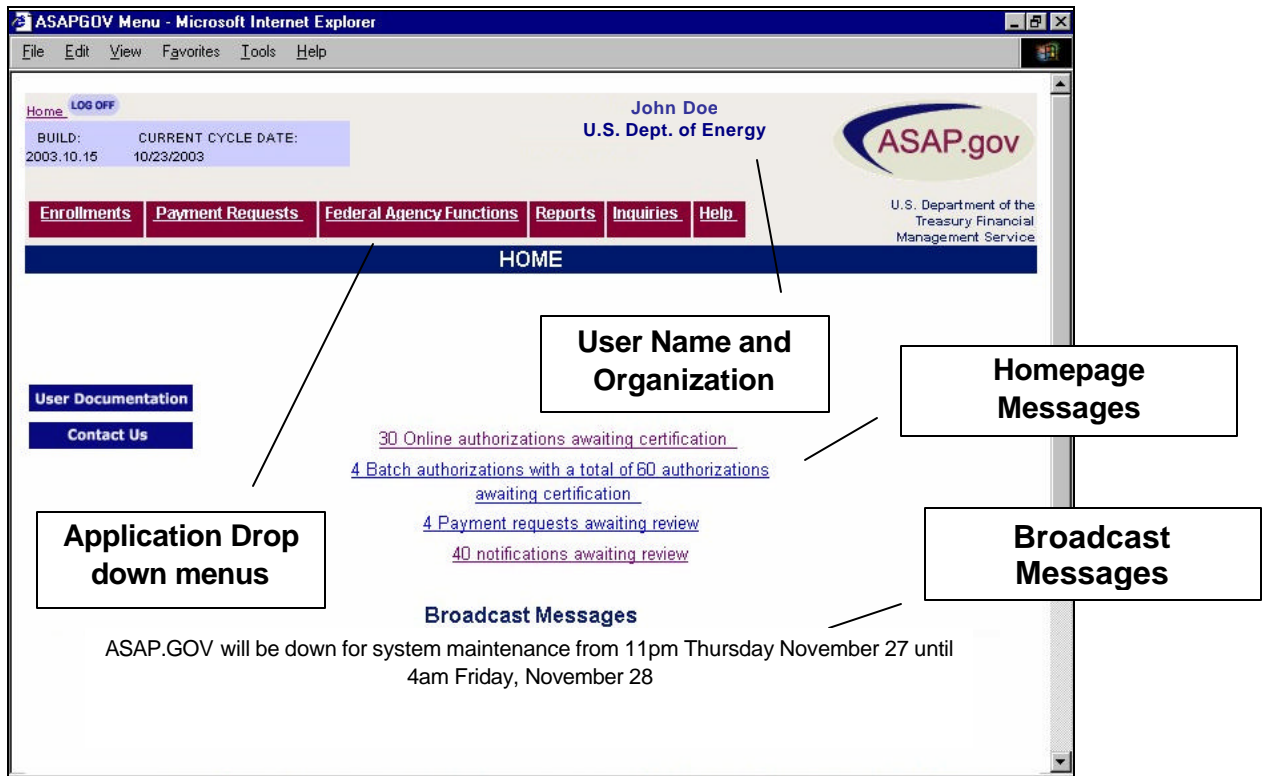
When a user signs on to ASAP.gov, their user name and organization appears at the top of the page. In addition, they will be presented with two different types of messages: Broadcast Messages and Homepage Messages, as displayed above.

Broadcast Messages are general messages to all ASAP.gov users and are displayed at the bottom of the Homepage. Announcement of a Federal holiday or a scheduled system outage are examples of a Broadcast message.
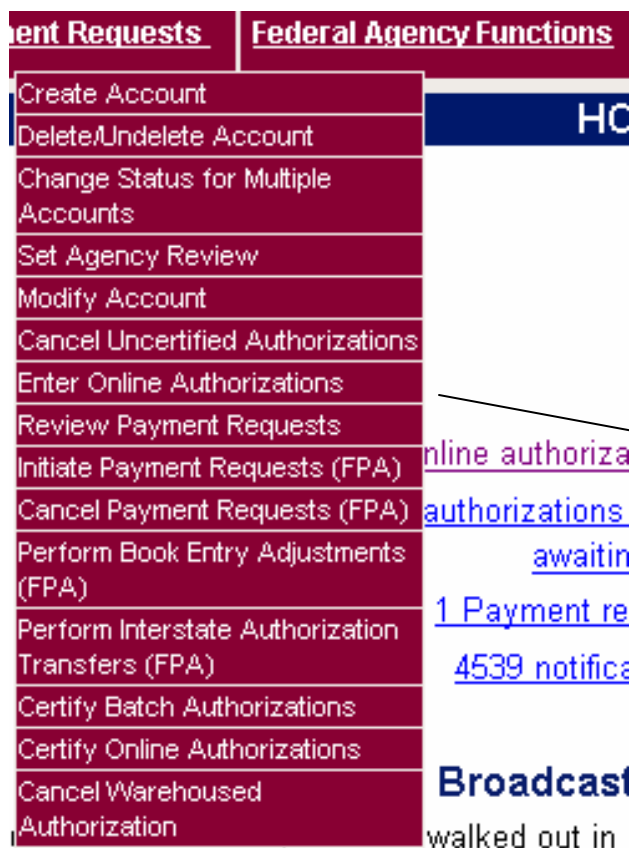
Homepage Messages notify select users that items are awaiting their action and are displayed as links. By clicking on the Homepage Message, the user is taken to Step 1 of the pending action. Homepage Messages are different than Broadcast Messages as they are only displayed to users qualified with certain roles (i.e., Certifying Officer).

ASAP.gov New Features Guide - Federal Program Agencies

Drop Down Menus

ent Requests	Federal Agency Functions

Create Account

Delete/Undelete Account

Change Status for Multiple Accounts

Set Agency Review

Modify Account

Cancel Uncertified Authorizations

Enter Online Authorizations

Review Payment Requests

Initiate Payment Requests (FPA)

Cancel Payment Requests (FPA)

Perform Book Entry Adjustments (FPA)

Perform Interstate Authorization Transfers (FPA)

Certify Batch Authorizations

Certify Online Authorizations

Cancel Warehoused Authorization

HC

Magnified View

nline authoriza

authorizations

awaitin

1 Payment re

4539 notifica

Broadcast

walked out in

Moving the cursor over "Federal Agency Functions" activates the drop down menu

ASAP.gov allows the user to choose the transaction type they would like to complete by using drop down menus. The drop down menus follow the user throughout the application. Moving the cursor over a specific menu title activates the pull down menu. Above is a typical pull down menu available for Federal Agency Functions. A user only has to place the cursor on the desired menu option and click once. Each user will only have access to those functions for which they have been enrolled. For example, a Federal Agency will not have access to any of the Payment Requestor options, nor will a Federal Agency Entry Clerk have access to "Certify Online Authorizations".

If a user is in the middle of a transaction (i.e., a Create an Account), choosing a menu option will cancel that activity and take the user to Step 1 of the selected menu option. For example, if a user is on Step 3 of 4 of Enter Online Authorizations and chooses Initiate Payment Requests (FPA) from the above pull down menu, a pop-up appears warning the user that they are about to cancel their specific transaction. If the user clicks "ok", then Enter Online Authorization will be cancelled. The exception to this is when the user chooses a menu option when at a confirmation Step (i.e., Step 4. See the below section entitled "Three (3) or Four (4) Step Process" for more information).

Three (3) or Four (4) Step Process

Magnified View

ASAP.gov is designed so that each function either has three (3) or four (4) Steps. The last Step is always the confirmation Step. For example, for the above transaction, Step 1 is Retrieve Accounts, Step 2 is Enter Authorization Information, Step 3 is Review Authorization Transactions, and Step 4 is Authorization Entry Confirmation. Within ASAP.gov there are no more than 4 Steps to complete any transaction, although there may be sub Steps within a transaction.

Find

Magnified View

FIND button assists the user in identifying the Recipient ID

While conducting a transaction, ASAP.gov allows the user to search, based upon specific criteria, if they are unsure of the data to enter. For example, in the above illustration, a find button is located next to Recipient ID and Group ID. If the user does not know the Recipient ID, he/she can click "Find" and be presented with a pop-up window, as displayed below, which assists in identifying the Recipient ID. Once the user fills in the criteria and clicks "Continue", they are presented with a list of Recipient IDs matching the criteria. The user selects the desired Recipient ID from the list and clicks "Apply". The Recipient ID is displayed in the Recipient ID field.

Find Recipient ID - Microsoft Internet Explorer

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Find Recipient ID

Enter one or more of the following:

Recipient Name (or partial) : [   ]

State : –None–

Organization Type : –None–

Continue   **Exit Screen**

**Enter Criteria and
Click "Continue"
to Retrieve a List
of Recipient IDs**

Paging

Magnified View
Pages of Information

ASAP.gov uses a paging feature. If a user retrieves a listing of accounts, the number of accounts may exceed what can fit on a single page within the browser. Each page will display up to 20 account lines. In the above example, there are two pages. Users will always know which page they are one by looking at the display. In the above example, the user is at page one (in black) and page 2 is displayed as a link. The user can click on the linked pages to be taken to that page.

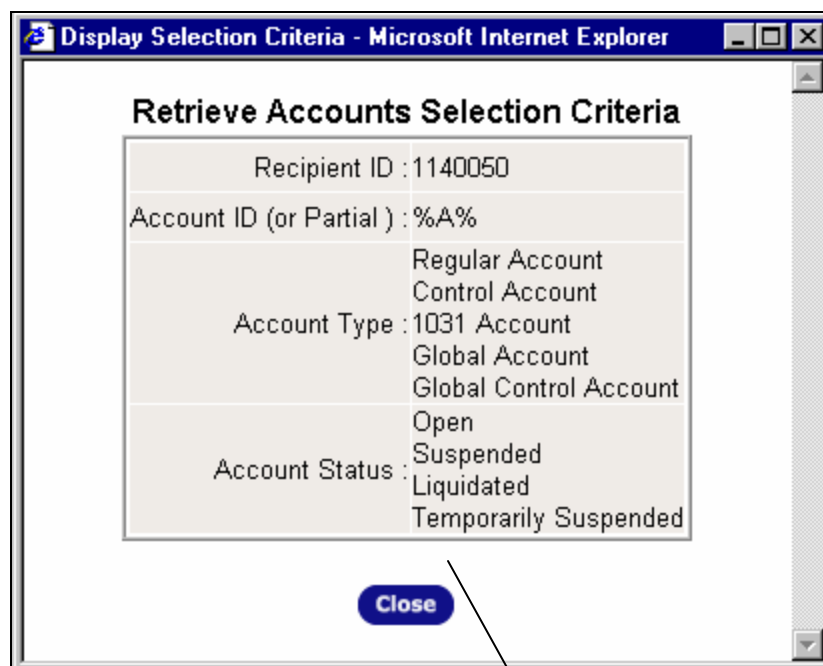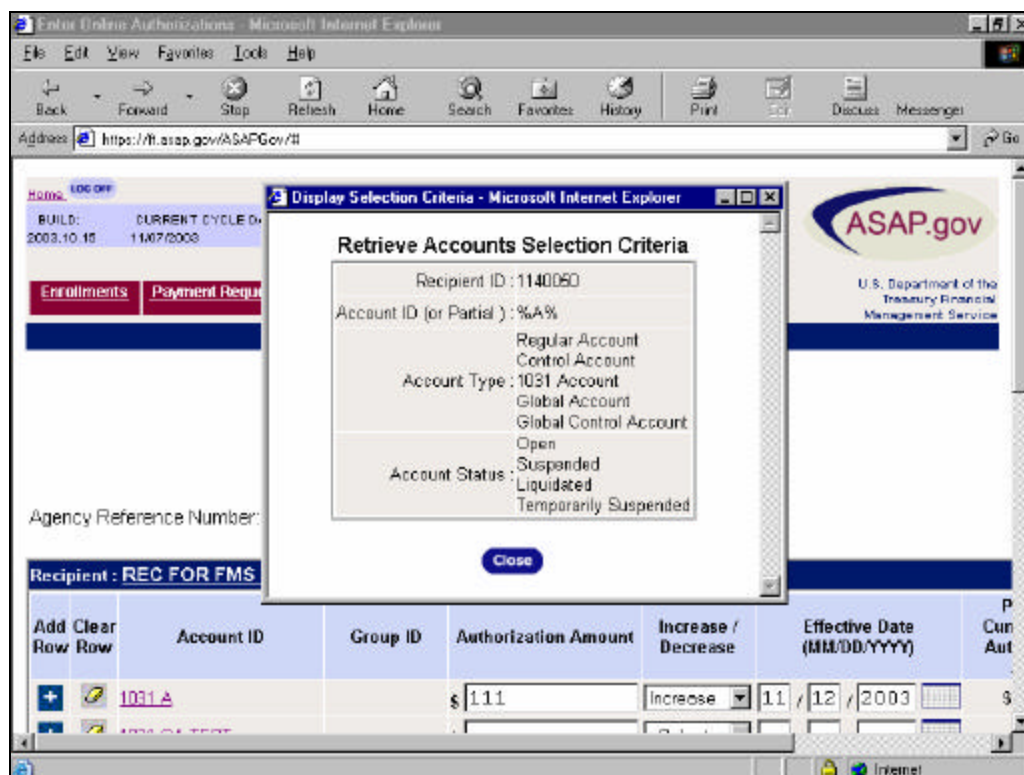*Display Selection Criteria*

Step 2 of 4
Enter Authorization Information
Display Selection Criteria

**Magnified
View**

**Link Shows Specific
Criteria Used in Step 1
of the Transaction**

In most cases, Step 1 of a transaction requests users to specify certain criteria in order to conduct a transaction. On subsequent Steps, users have the ability to see what specific criteria they used in Step 1 by clicking the link "Display Selection Criteria" (which is always located under the Step number and the description of the Step as indicated above). Clicking this link will bring up a pop-up box as shown in the example below.

Magnified View

Pop-up Box Displays Selection Criteria

'Shopping Cart' Feature

Step 3 of 4

Review Authorization Transaction

Agency Reference Number: [   ]

Recipient : REC FOR FMS TESTING D (1140050)

Remove Row	Account ID	Group ID	Authorization Amount	Increase / Decrease	Effective Date (MM/DD/YYYY)	Period Cumulative Authorized Amt.	Cumulative Authorized Amt.
☒	1031 A		$ 111.00	Increase ▾	11 / 12 / 2003	$788,654.00	$800,765.00

Number of Items :	1
Total Increases :	$111.00
Total Decreases :	$0.00
Net Amount :	$111.00

[Submit] [Add More Accounts] [Sort] [Cancel] [Help for this Step]

Magnified View

[Submit] [Add More Accounts] [Sort] [Cancel] [Help for this Step]

The Add More Accounts button (as shown above), appears on Step 3 of Enter an Online Authorization (displayed above) and Initiate a Payment Request (FPA) and will return you to Step 1 where you can enter selection criteria to retrieve additional accounts. When you return to Step 1, the transaction you just entered will be temporarily saved in a "shopping cart" and you will not be able to update certain criteria. However, you will be able to view your transaction set at any time by clicking the **View Pending Items** button located in the upper right corner of Steps 1 and 2, as shown below. The "item count" shows the number of items in the shopping cart.

Magnified View

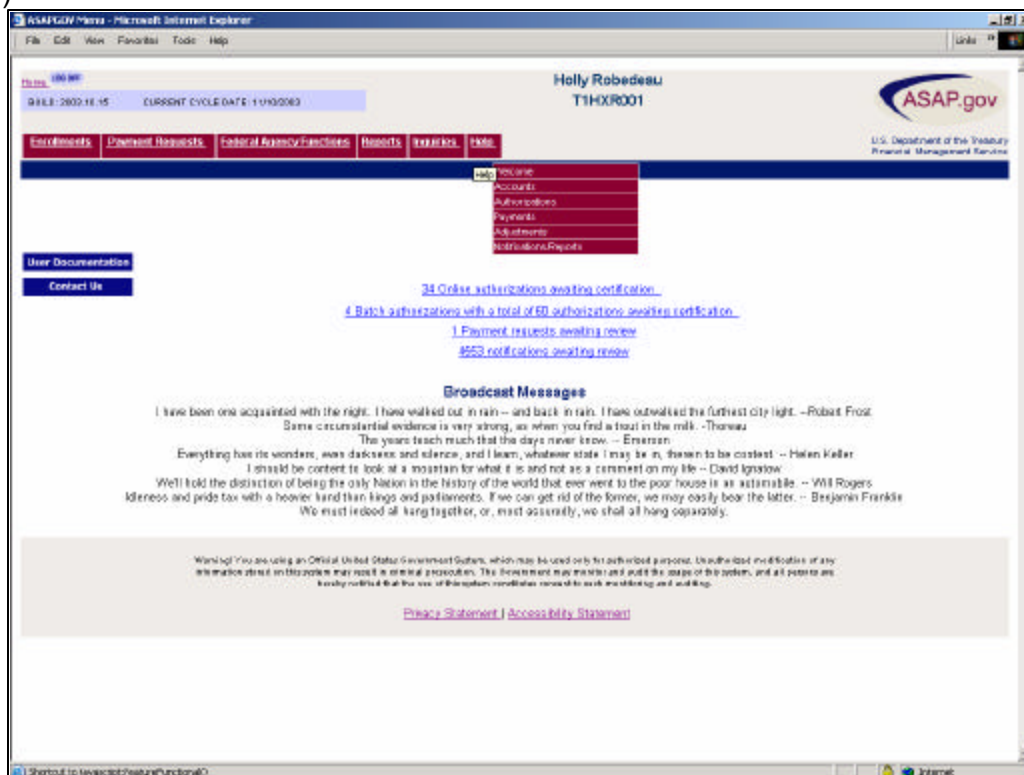**Number of Items in the 'Shopping Cart'**

Help

ASAP.gov HELP is an Internet-based Help system available to all users via the ASAP.gov application. It provides access to extensive information that is organized to facilitate quick and easy look-up and is comprehensive to answer all questions concerning the new ASAP.gov Internet application. A readily-available Table of Contents and complete Glossary of ASAP.gov terms are also on hand for the user's aide. Help is also convenient in that special navigational features make the system easy to use. As an example, by right clicking anywhere in a window, you can print the Help page.

Access

ASAP.gov Help can be accessed two ways: 1) Through the burgundy flyover menu entitled 'Help', located in the Header, and 2) Through the blue 'Help for this Step' or 'Help for this Page' buttons located on the bottom of each transaction screen.

1)

2)

When entering Help from the flyover, the user is provided the opportunity to choose the home page for a function, such as payments or authorizations, or for the Help system itself. However, if the user chooses to enter from a 'Help for this Step' or 'Help for this Page' button, a comprehensive explanation and description of the displayed Step will be provided.

'Help for this Step' & 'Help for this Page'
One of the most unique and exciting features of the ASAP.gov system is the extensive information provided for the user to fully understand and complete each unique transaction Step within ASAP.gov. When the user selects the 'Help for this Step' and 'Help for this Page' buttons, Step-specific information is displayed. Help breaks down the Step and defines its purpose, actions, terms, and buttons to support the user during the transaction.

ASAP.gov HELP

HELP FOR THIS STEP
Initiate Payment Requests (PR)

Step 1 of 6
Retrieve Accounts

PURPOSE OF STEP

This is the first step of the process for a Payment Requestor to initiate a payment request. On this step, you will specify the criteria of the accounts you wish to retrieve as well as define some data to characterize the payment request.

ACTIONS FOR THIS STEP

1. Specify the account(s) that you wish to retrieve.

   Enter one or more of the following criteria to retrieve your desired accounts:

   Recipient ID, ALC/Region, and Account ID (or partial)

   Note:

   - You can search for the Recipient ID and ALC/Region using **Find**.
   - You can enter a partial Account ID using wildcards (the "or partial" link provides further explanation).

2. Specify Template information by entering the Template Name.

3. Specify payment information by completing the following required fields:

   - Payment Request Type – select either individual or summary
   - Payment Method – select either ACH or Fedwire
   - Bank Relationship - defined on the Payment Requestor profile
   - Requested Settlement Date – if you specify Fedwire, the settlement date is the current business date (or the following business day if Funds cutoff time has passed). If you specify ACH, you must can enter a date from one to 366 days after the current business date, if the Agency allows it within the account and/ or agency profile.

4. You may enter an optional Requestor Reference Number.

5. Click **Continue.**

ASAP TERMS FOR THIS STEP

Definitions for the following terms are available in the Glossary. When you click on a term below, a definition will be provided. To return to this page, simply close the browser window that has provided the definition. This can be done by clicking the 'X' in the upper right-hand corner of the window.

RECIPIENT ID

ALC/REGION

ACCOUNT ID

TEMPLATE

PAYMENT REQUEST TYPE

PAYMENT METHOD

BANK RELATIONSHIP

REQUESTED SETTLEMENT DATE

REQUESTOR REFERENCE NUMBER

BUTTONS & LINKS FOR THIS STEP

Find — A utility associated with helping find specific information for enterable fields, usually in specifying selection criteria.

Continue — This button will advance you to the next step.

Help for this step — Opens HELP in a new browser window, which gives information specific to the corresponding ASAP.gov Step.

(or partial) — This is a link that displays a description of how the 'or partial' function behaves. When you do not know the exact entry, you can retrieve a list by using wildcard characters (% and _) that will precede or follow a set of data. See **FREQUENTLY ASKED QUESTIONS** for more information.

NEXT STEP

PROCEDURES

TIPS & TRICKS

BACK TO TOP

ERROR MESSAGE EXPLANATIONS

PAYMENTS HOME

Linked Profiles

ID Links

Magnified View

Within ASAP.gov, users can click on IDs (Requestor, Recipient, and Account) and bring up the specific profile in a pop-up. Examples of these links are shown above. An example of the Requestor profile pop-up is shown below.

Payment Requestor Profile - Microsoft Internet Explorer

Payment Requestor Profile

Name	PR FOR FMS TESTING D
Requestor ID	1105256
Organization Type	INDIAN TRIBAL ORGANIZATION
Taxpayer ID Number (TIN)	111111111
DUNS Number	
Address Line 1	123 FMS TEST DRIVE
Address Line 2	

Magnified View

Requestor Profile Pop-up Accessed by Clicking ID Link
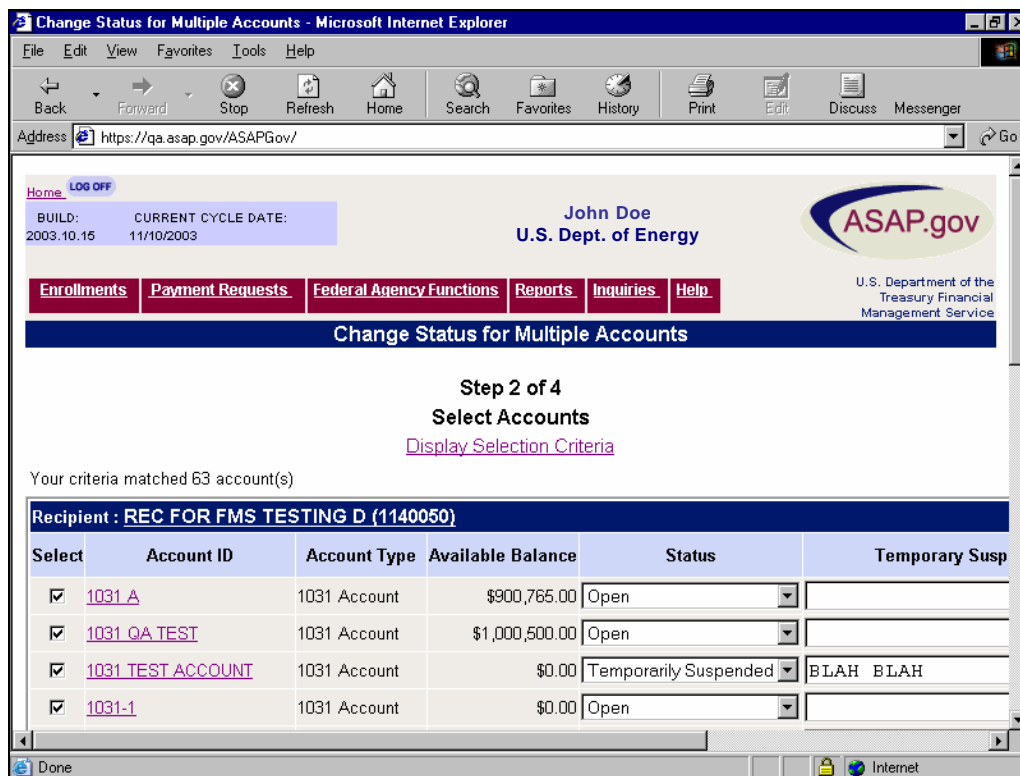
Accounts:

Change Status for Multiple Accounts
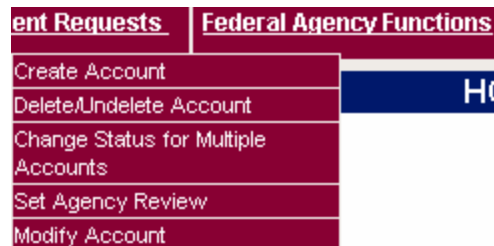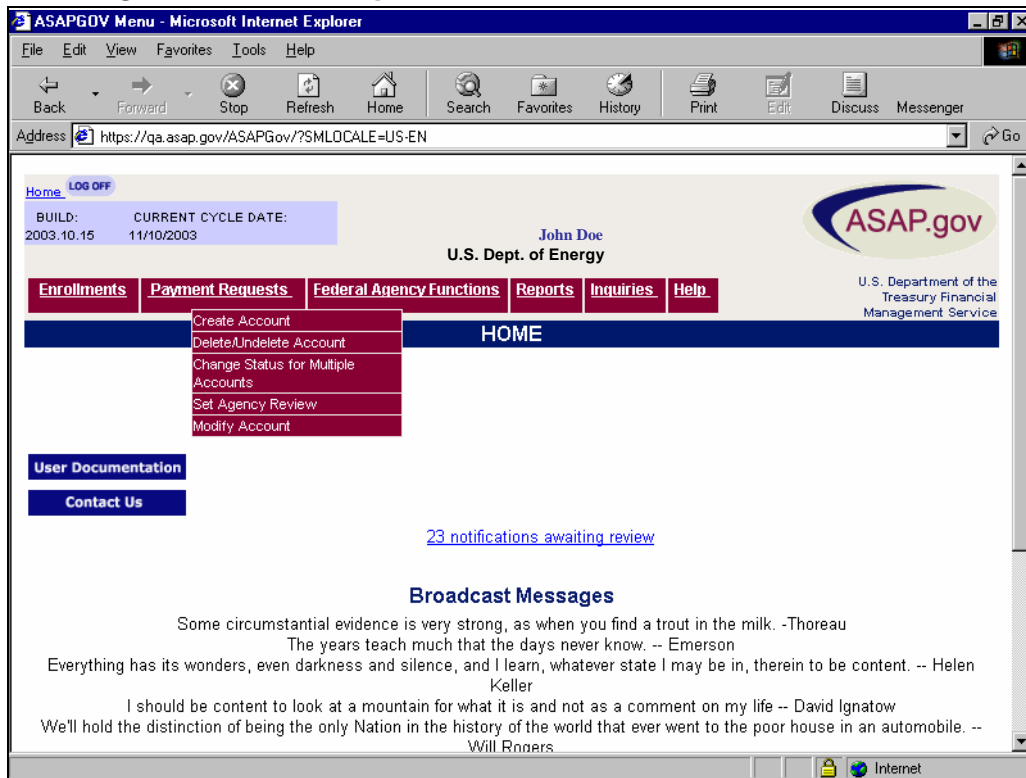
> **Magnified View**

Federal Agency Users can change the status for multiple accounts in ASAP.gov. Although this feature's main purpose is to "temporarily suspend" accounts in the even of a debt ceiling crisis, it can be used to suspend all accounts of a requestor, a recipient, or all accounts that belong to the user's agency. The user will be asked to specify some specific criteria on Step 1, and then will be taken to a Step 2, which will show all the accounts, which were returned from the search criteria.

Every Account is Selected

Magnified View

Notice how every account is selected. ASAP.gov assumes that if user has selected "Change Status for Multiple Accounts", then the user will want all the accounts to be selected. The user can deselect those accounts they do not wish to change. If the user does not deselect an account, does not change the status,

and clicks continue, the account will carry forward to Step 3 with the same status displayed in Step 2. If the user only wants to change one status for one account, then the user should use the "Modify Account" Feature from the drop-down menu. In the above example, the user is also presented with a pull-down list for status to change the status for one or multiple accounts. In addition, "Temporary Suspension Reason" and "Temporary Suspension Reminder Date" fields are also displayed. These are only used if the user is changing the status to "Temporary Suspend". If the user changes the status to Temporary Suspend, then the reason field is mandatory. The reminder date is optional and will display a reminder to the user on (and after) the date entered that there are Temporarily Suspended Accounts. The user also has the option to change the status of all selected accounts all at once, as shown below.

Magnified View

Set Temporary Suspension on all selected Accounts (all pages)

Temporary Suspend Reason: Temporary Suspend Reminder Date:

[_____]   [__] / [__] / [__]   [▦]

Remove Temporary Suspension on all selected Accounts (all pages)

Modify Status on all selected Accounts(all pages) to [Open ▼]

Continue **Sort** **Cancel** **Help for this Step**

This section of the page is where the user will do a mass status change for all selected accounts, all pages. If the Federal Agency user needs to Temporarily Suspend all accounts, all pages, they would fill out the above section as displayed. Once the user clicks "Set Temporary Suspend", the screen refreshes and all selected accounts are changed. Both actions are shown below.
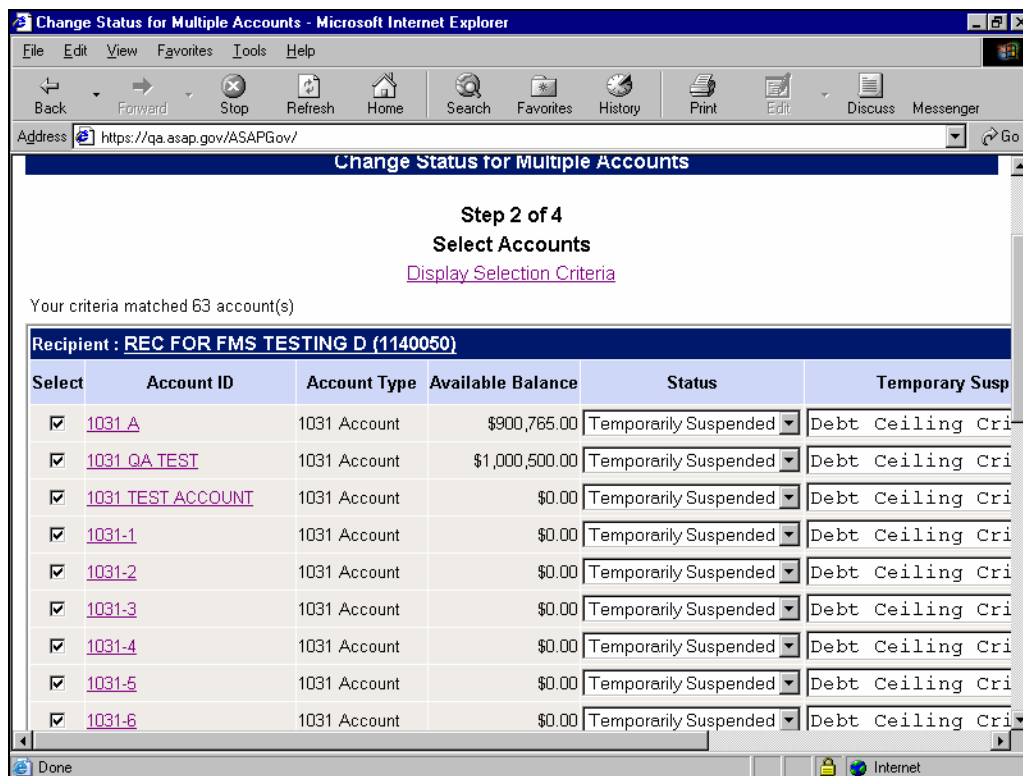
Magnified View

Set Temporary Suspension on all selected Accounts (all pages)

Temporary Suspend Reason: Temporary Suspend Reminder Date:

[Debt Ceiling Crisis_____]   [01] / [30] / [2004] [▦]

Remove Temporary Suspension on all selected Accounts (all pages)

Modify Status on all selected Accounts(all pages) to [Open ▼]

Continue **Sort** **Cancel** **Help for this Step**

If the user wants to remove Temporary Suspend, then the user clicks "Remove Temporary Suspension" and the page refreshes and all accounts revert back to their original status[1].

Magnified View

Click Here to Remove Temporary Suspension

_____

[1] If the end date of the account has passed since the account was on temporary suspension, then the account will now display a status of "suspended" and not open

The user can also change all the accounts that are selected to another status. However, business rules do apply.

Magnified View

Set Temporary Suspension on all selected Accounts (all pages)

Temporary Suspend Reason:

Temporary Suspend Reminder Date:

[   ] / [   ] / [   ]

Remove Temporary Suspension on all selected Accounts (all pages)

Modify Status on all selected Accounts(all pages) to | Open ▾ |

Use this Button to Change All Statuses for All Selected Accounts

For example, a suspended account cannot be reopened if the end date is in the past. ASAP.gov will alert the user if an error occurs and will not allow the user to progress further until the error is corrected.

Payments:

Set Agency Review

ent Requests	Federal Agency Functions
Create Account	
Delete/Undelete Account	HO
Change Status for Multiple Accounts	
Set Agency Review	
Modify Account	

Magnified View

An Agency user can select one or many accounts to be set for agency review. This feature should only be used in conjunction with specific Agency's policies and procedures and MUST be communicated to the Requestor as to why a specific account will be set with Agency Review. In addition, this feature is used to set Agency Review on more than one account. If the Agency user wishes to set Agency review for only one account specifically, then the user may wish to select "Modify Account" from the drop-down menu.

This feature will set an account on Agency Review, a threshold amount, a default action, and a reason for Agency Review. In Step 1, as in all other Steps, the user will be asked to define the accounts, which will be displayed in Step 2. In Step 2, the user will be presented with a list of accounts as shown below.

Magnified View

Notice how some accounts already are placed on Agency Review. Definitions for the above displayed fields are as follows:

- Agency Review – This sets the account for Agency Review. If "No", then the account is not under Agency Review. If "Yes", the account is set for Agency Review.

- Threshold Amount – The user sets this amount. If the Payment Request is equal to or greater than the threshold amount, the payment will be placed on Agency Review. In the above example the account "A VOTE FOR ARNOLD 44" has a threshold amount of $1.00. Therefore every payment request that exceeds $1.00 will be placed on review. If user

types a 0.00 into this field, every payment request will be placed on Agency Review.

◆ Default Action – This is the action that will occur after three (3) business days after the payment request is under review. For example, a Requestor makes a payment request for $5.00 on the account "A VOTE FOR ARNOLD 44". After three (3) business days, the payment request is approved automatically (since the Agency User took no action). The Default Actions are: Hold, Reject, Approve.

◆ Agency Review Reason – This field must be filled out if the account is put on Agency Review.

Like the previous section (Accounts), the user may also wish to set Agency Review for all accounts on all pages, as shown below.

Magnified View

| Apply To Selected | Set Agency Review for all selected Accounts (all pages) |

| Threshold Amount : | Default Action : | Agency Review Reason : |

[   ] [–None– ▾] [   ]

| Remove From Selected | Remove Agency Review from all selected Accounts (all pages) |

Continue **Sort** **Cancel** **Help for this Step**

With this feature, the user needs fill out the threshold amount, the default action, and the Agency Review Reason, then click "Apply to Selected". The screen will refresh and all selected accounts, all pages will be placed under Agency Review. This is convenient if the User needs to place all account for a particular recipient or requestor on review.

| Apply To Selected | Set Agency Review for all selected Accounts (all pages) |

| Threshold Amount : | Default Action : | Agency Review Reason : |

[100.00   ] [Reject ▾] [User is under Audit   ]

| Remove From Selected | Remove Agency Review from all selected Accounts (all pages) |

Continue **Sort** **Cancel** **Help for this Step**

Review Payment Requests
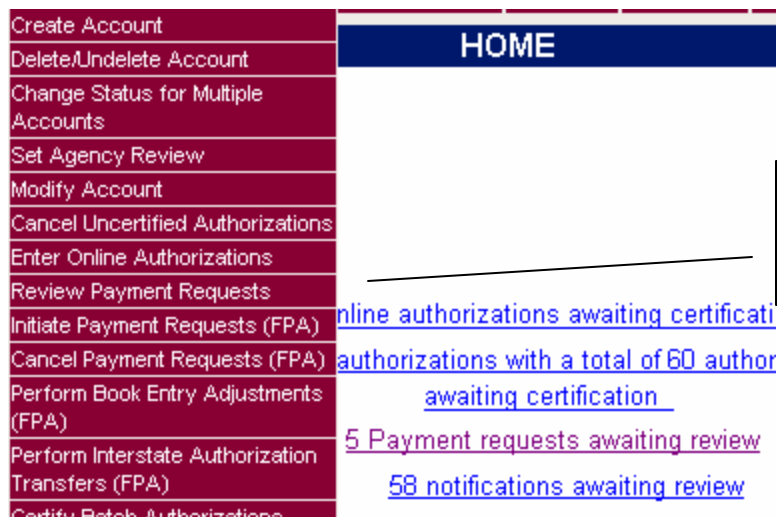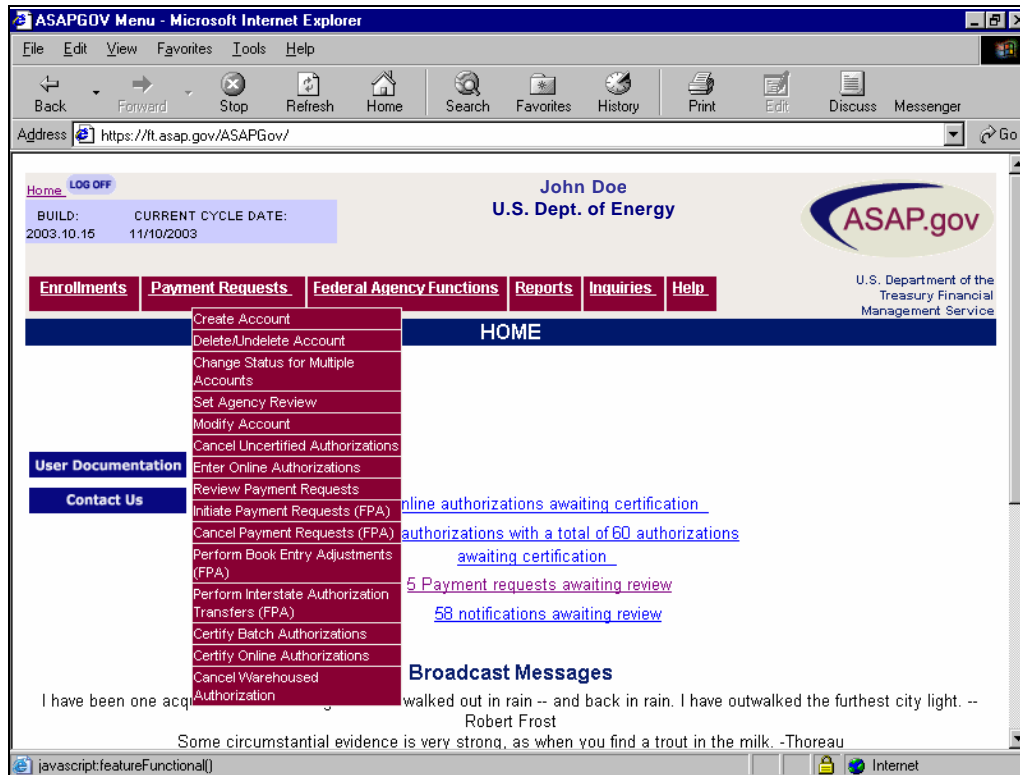
Magnified View

Two Ways of Reviewing Payment Requests

Federal Agency Users have two ways to Review Payment Requests from Payment Requestors. These are Payment Requests initiated from Accounts that

have been put under Agency Review (see previous section). Users can either use the drop-down menu and choose "Review Payment Requests" or click on the link on the homepage that states "# Payment requests awaiting review". The user is taken to Step 1 of 4. The user can select the first radio button to view all payment requests awaiting review, or can use the date parameter option.

Magnified View

Once the user clicks "Continue", the screen displays Step 2 of 4 and the user is presented with the Payment Requests awaiting review. The user may do one of four things on Step 2:

- ◆ Select None – The first choice in the pull-down menu next to the payment request. This will leave the Payment Request as is for the time being.[2]
- ◆ Approve the Payment Request – By selecting Approve in the pull-down menu in the first column next to the payment request.
- ◆ Reject the Payment Request – By selecting Reject in the pull-down menu in the first column next to the payment request. If User selects Reject, use must fill in a reject reason to continue.

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[2] Although once 3 business days pass, the default action occurs. Default Action is set during Agency Review and is discussed in the previous section.

New Features Guide   Page 37 of 50   11/21/2003

Magnified
View

Action	Number of Days on Review	Entry Date and Time	Requested Settlement Date	Total Amount Requested	Items	Payment Method	Details	Rejection Reason
None ▼	1	11/07/2003 06:10	11/10/2003	$100,000.00	1	ACH	🔍	
None ▼	1	11/10/2003 13:22	11/12/2003	$300.00	1	ACH	🔍	
None ▼	1	11/10/2003 13:22	11/12/2003	$200.00	1	ACH	🔍	
None ▼	1	11/10/2003 13:49	11/12/2003	$15.00	1	ACH	🔍	
None ▼	1	11/10/2003 13:27	11/12/2003	$500.00	1	ACH	🔍	

None
Approve
Reject

Selection Dropdown Box

View Details

Rejection Reason

◆ View Details of the Payment Request – This allows the user to view the specifics of the payment request(s) and allows the user to also take action on the payment request(s). If the Payment Request is a Summary Payment request, viewing details will itemize all the payment requests within the Summary Payment Request and the above screen will have a number greater than "1" in the items column to signify that there is more than one Payment Request in the details.

Number of Days on Review:	1	**Magnified View**
Requested Settlement Date:	11/12/2003	
Entry Date and Time:	11/10/2003 13:27	
Total Amount Requested:	$500.00	
Total Amount Approved:	$	
Actual Approved Amount:	$	
Items:	1	
Payment Method:	ACH	
Modification Reason:		

The above example shows what the user, specifically a Certifying Officer would see if the user clicked the "details" icon. Only the Certifying Officer has the ability to approve the Payment Request with a lesser amount than the original amount requested. Any other user would only have the authority to either reject or approve the Payment Request.

For example, the Certifying Officer decides that $500.00 is too much money to request on this account that is under review. The Certifying Officer scrolls down to the actual Payment Request and changes the amount to $450.00 and selects "Approve".

Magnified View

Actual Approved Amount:	$ 450.00
Items:	1
Payment Method:	ACH
Modification Reason:	

Recipient : REC FOR FMS TESTING D (1140050)

Action	Account ID	Review Reason	Account Status	Amount Requested	Approved Payment Amount	Available Balance
Approve	A VOTE FOR ARNOLD 44		Open	$500.00		$3,642,011.00
	A VOTE FOR ARNOLD 44 - BUDGET FOR FOOD			$500.00	$ 450.00	

Submit **Return to List** **Sort** **Cancel** **Help for this Step**

Notice how the "Actual Approved Amount" (displayed in the table above the actual Payment Request) also displays $450.00. The Certifying Officer needs to manually enter in the same amount into the "Total Amount Approved" field. In addition, the Certifying Officer must enter a reason why the original Payment

Request is being modified. These two items are only used if the Certifying
Officer changes the original amount of the Payment Request. These fields are
not required if the Payment Request is being rejected or approved for the full
amount.

**Magnified
View**

Date:	11/12/2003
Entry Date and Time:	11/10/2003 13:27
Total Amount Requested:	$500.00
Total Amount Approved:	$ 450.00
Actual Approved Amount:	$ 450.00
Items:	1
Payment Method:	ACH
Modification Reason:	500 is too much!!!

**Total Amount
Approved must be
manually entered
by Certifying
Officer and must
equal the Actual
Approved Amount**

**Modification
Reason is
Entered**

The user can click submit and is taken to Step 4 of 4.

Inquiries and Reports:

Inquiries

nctions	Reports	Inquiries

Retrieve Results
Payment Request Status Inquiry
Account Balance Inquiry
Account Statement Inquiry
Authorization Transaction Inquiry
Account Profile Inquiry
Federal Program Agency Inquiry
Payment Requestor Inquiry
Recipient Organization Inquiry
CFDA Inquiry
Agency Location Code Inquiry
Super User Inquiry
Voice Response Account
Number Inquiry
Book Entry Adjustment Inquiry
Global Account Profile Inquiry
Account Detail Profile Inquiry
Interstate Authorization Inquiry

**Magnified
View**

Inquiries available in ASAP.gov are all listed in the drop down menu for Inquiries. Once a specific Inquiry is chosen, the user is taken to the relevant data retrieval screen.   Once the criteria is entered for the Inquiry, the user can select the type of format in which they wish to view the Inquiry. The following formats are available to the user:

- ◆ HTML – Web based format, for immediate viewing
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file

It is important to note that if the user wants to immediately view an Inquiry they must select the HTML version. Once they select HTML, a message appears stating that the Inquiry is in process and will be presented to the user when compiled. The screen will refresh every 10 seconds until the HTML Inquiry is completed.   Large Inquiries may take several minutes to process. Several factors impact how quickly an Inquiry is generated once the user submits it for processing. These factors include the size of the Inquiry, the criteria involved, and date parameters. The user has the option of retrieving the Inquiry later by selecting the retrieve results option on the drop down menu.

Format : —Select—

—Select—
HTML
PDF
PDF-ZIP
CSV
CSV-ZIP

Magnified View
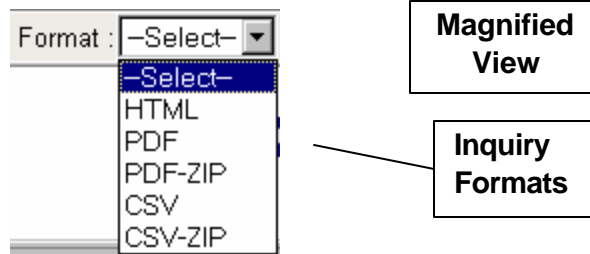
Inquiry Formats

If the user wishes to download an Inquiry, regardless of format, the user can download or view the inquiry by accessing the 'retrieve results' portion of the inquiry pull down menu.

Example of "Retrieve Inquiry Results" Listing
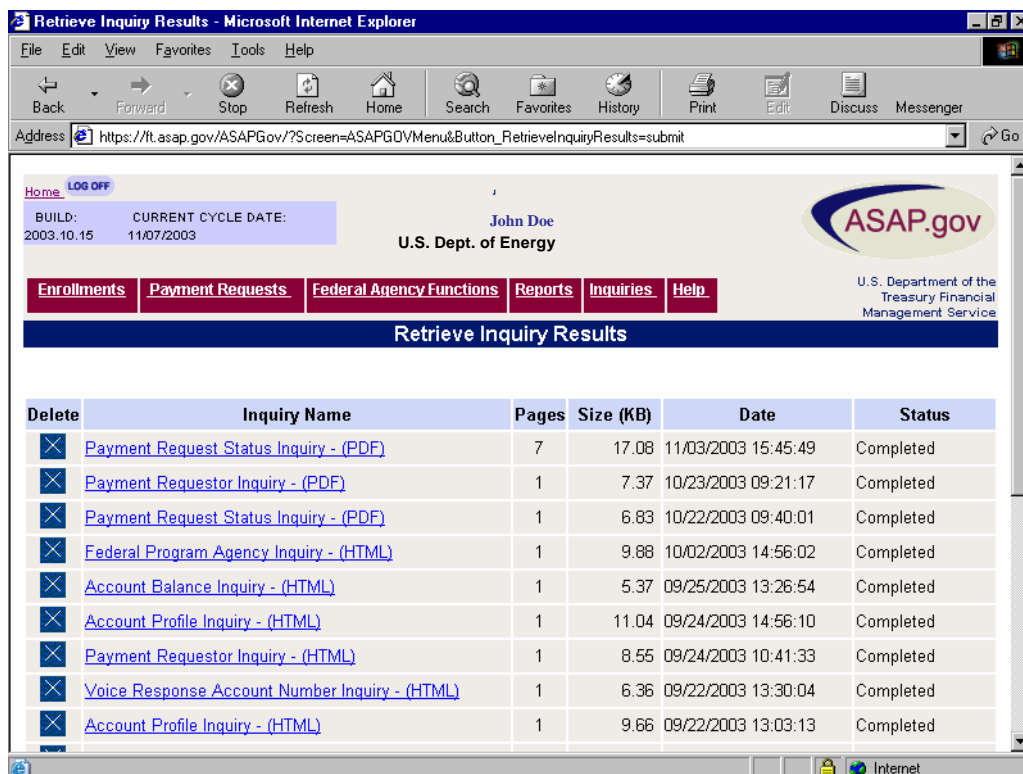
Magnified View

Delete	Inquiry Name	Pages	Size (KB)	Date	Status
✕	Payment Request Status Inquiry - (PDF)	7	17.08	11/03/2003 15:45:49	Completed
✕	Payment Requestor Inquiry - (PDF)	1	7.37	10/23/2003 09:21:17	Completed

Reports

Magnified View

Run Reports
Retrieve Reports

Federal Agency Users may run pre-defined reports at any time. Unlike Inquiries, the pre-defined reports are not listed in the drop down menus. Once the user clicks on "Run Predefined Report" as shown above, the user is presented with a list of available reports (shown below).

Step 1 of 3
Select Report

–Select–	▼

–Select–	▲
Account Settlement Report	
Accounts With End Dates Report	
Agency Account Transaction Report	
Agency Authorization Transaction Report	
Agency Book Entry Adjustment Report	
Agency Interstate Authorization Transfer Report	
Agency Payment Cancellation Report	
Agency Payment Report	
Agency Payment Report-EPA	
Agency Synchronization Report	▼
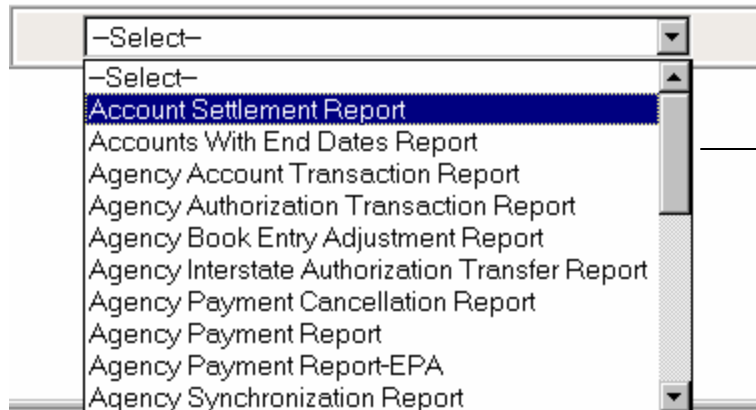
Select Report from the Drop-down List

Each report has a unique data retrieval screen. Once the user selects a report from the pull-down list, they are asked to enter criteria for the report. Reports are generated in various formats depending the user's specific needs. These formats are shown below:

- ◆ HTML – Web based format, for immediate viewing
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file

Format : | –Select– ▼ |
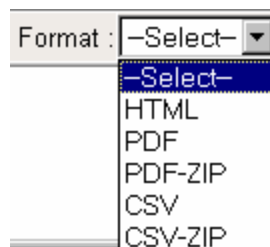|---|
| –Select– |
| HTML |
| PDF |
| PDF-ZIP |
| CSV |
| CSV-ZIP |

Magnified View

Report Formats

Inquiries take precedence over reports in the queue; therefore it may take some time for a selected report to be returned. Unlike Inquiries, Reports are not available immediately using HTML. Several factors impact how quickly a report is generated once the user submits the report for processing. These factors include the size of the report, the criteria involved, and date parameters. To retrieve a report, the user selects "Retrieve Report Results" from the pull down menu. This option will take the user to a table holding all the reports the user has requested along with relevant information. The user only needs to click on the

title of the report in order to view it or download it. Reports will stay on the list until the user deletes them. In addition, a specific user's report is not viewable to other users.

Magnified View

Delete	Report Name	Pages	Size (KB)	Date	Status
☒	Agency Payment Cancellation Report - (HTML)	1	7.74	10/09/2003 16:08:16	Completed
☒	Payment Warehouse Report - (PDF)	2	7.46	10/09/2003 10:02:08	Completed

Important: Data in reports is available for up to and including the previous business day. Inquiries will include same day information if requested.

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Notifications:

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View

Agency Functions | Reports

Notifications
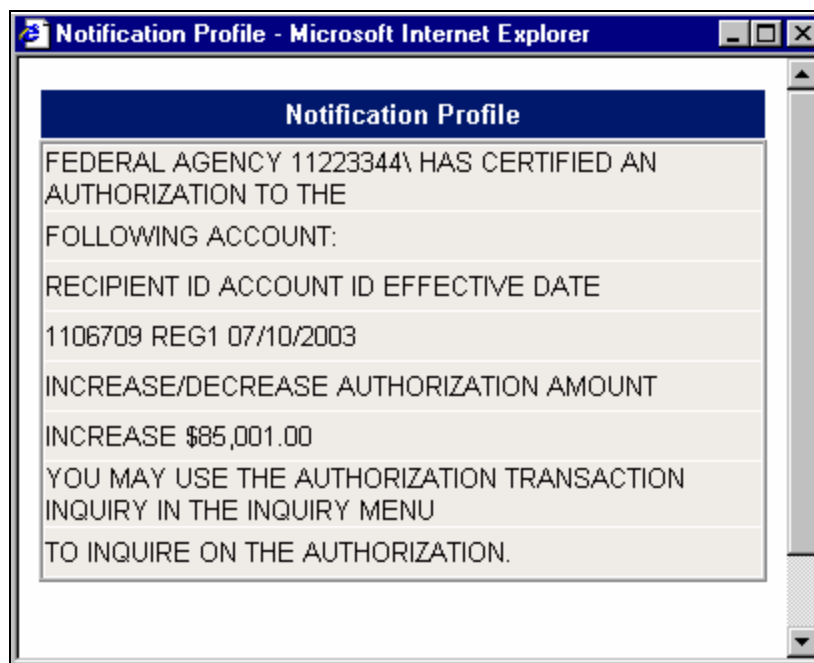Run Predefined Report
Retrieve Report Results

Notifications

ASAP.gov users may retrieve notifications using the Reports drop down menu. (Homepage Messages and Broadcast Messages are discussed in the first portion of this document). The notifications option takes the user to a criteria screen to either read all unread notifications or to view notifications based on a specific data parameter.

Magnified
View

Status	Date/Time Sent	Sender ID	Sender Name	View Details
Unread	10/22/2003 10:04:28	e1ofcr01	e1ofcr01	🔍
Unread	10/21/2003 14:27:14	T1CXT001	T1CXT001	🔍

The user may delete the notification, leave it as unread, or change it to read. To view the notification, the user clicks on the icon under "view details". An example of a notification is shown below.

Notification Profile

Notification Profile

FEDERAL AGENCY 11223344\ HAS CERTIFIED AN AUTHORIZATION TO THE

FOLLOWING ACCOUNT:

RECIPIENT ID ACCOUNT ID EFFECTIVE DATE

1106709 REG1 07/10/2003

INCREASE/DECREASE AUTHORIZATION AMOUNT

INCREASE $85,001.00

YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU

TO INQUIRE ON THE AUTHORIZATION.

Users also receive notifications via email for certain transactions. The email address stored in the user's profile is used to send email notifications. The only actions that generate an email to the Requestor and Recipient are:

1. Cancel payment request by FPA (when a Federal Agency cancels a payment request)
2. Review Payment Request (specifically rejected payment requests)